

# How do I manage and import multiple customer orders from Channel Advisor?

After configuring Channel Advisor in Control Panel >> Settings >> Channel Advisor Settings

01) Access the Control Panel

02) After login click on Catalog >> Channel Advisor

03) After connecting the application to the Channel Advisor, click:

Manage and import multiple customer orders from Channel Advisor

04) After accessing the page

Next to the order number select the checkbox

Scroll down to the bottom of the page and select the option:

Import selected orders or Post update to selected (1 order at a time)

Import selected orders

Used to import order data for internal control only. Do not send emails to the customer, Channel Advisor communicates the customer automatically as the order progresses.

Post update to selected (1 order at a time)

Used to manage order progress

After click on the Confirm button

\* Management can also be performed on the control panel provided by Channel Advisor.

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